

## SEQUENCING AND TIMING OF FINAL DEFENSE COMPONENTS

Please enter your dates and remember if any event is missed then you will not graduate that semester.

### Calendar

		F					
		Send all abstract, title & scheduling information to $\mu$ EP.	←				
			E	D	C		
		Go Back 10 days	Last day for public presentation events			←	
		Go Back 1 week	Last day for defense before your committee			←	
		Go Back 1 week	Grad School Deadline for submission of all paperwork including thesis/ dissertation				

- **A** Deadline for completion and submission of all graduation paperwork, including delivery of final thesis/dissertation printouts to the Graduate School.
- **B** Latest date for Defense before your committee.
- **C** Latest date for Public Presentation.
- **C** The final draft of your thesis/dissertation must be delivered to all your committee members prior to your Public Presentation. (Requires signed approval page by major professor and  $\mu$ EP director before distribution to committee members)
- **D** Last date for Director of  $\mu$ EP Graduate Program to authorize final draft for delivery to committee.
- **E** Last date for Major Professor to approve the final draft for submission to  $\mu$ EP . This must be a complete document, exactly as specified in the Graduate School preparation guide and containing ALL  $\mu$ EP specific appendices.
- **F** Student sends via email the reserved time and location of both the Public Presentation and the Defense to  $\mu$ EP office. The email also contains the Title and the Abstract. Public Presentations should have a three hour reservation, MS Thesis defenses a two hour reservation, and PhD defenses a two and a half hour reservation.